

From: Julia Doel <Julia.Doel@swast.nhs.uk>
Sent: 19 December 2016 13:18
To: 'durranhouse@hotmail.com'
Subject: Community Defibrillator - Avebury

Dear Maggie

Many thanks for your recent email to Jonathan. He has passed this back to me as Jonathan is leaving the department in January and I will be looking after all Wiltshire trust sites until his replacement is found.

I am delighted to hear Avebury Parish Council would like to proceed in setting up a defibrillator scheme and that you have chosen the trust scheme to do this. In order to get the ball rolling I will need certain information from you in order to prepare the Memorandum of Understanding and also to raise the invoice. Once I have this information the timescale is really down to how long it takes to settle the invoice. We hold defibrillators and cabinets in stock and can deliver these once payment is made. I will then arrange a mutually convenient date and time with you to deliver the equipment and to arrange for the signing of the paperwork.

The information I require is as follows:-

Memorandum of Understanding (MOU)

1. The name in which the MOU should be prepared (probably Avebury Parish Council).
2. The name of the person who has the authority to sign the MOU.
 3. The full address and post code of the location of the defibrillator
 4. The name, address, telephone number and email address of the main contact for the scheme (probably you)
 5. The exact location of where the defibrillator/cabinet is to be installed at the location(if this is known yet)

Invoice

1. The name or organisation to be invoiced
 2. This will be for the sum of £2160 which is inclusive of VAT
 3. Please supply a postal address or email address to which the invoice should be sent and advise how payment will be made ie cheque or bank transfer.

As soon as I have the above information I can get things moving and reserve the equipment for you. It will then be dependent on how quickly the funds are received.
If you have any further queries then please let me know.

Kind regards

Julia Doel | Assistant Community Responder Officer
South Western Ambulance Service NHS Foundation Trust

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